

*PREDOCTORAL PSYCHOLOGY INTERNSHIP  
2005-2006*

*FEDERAL MEDICAL CENTER  
Rochester, Minnesota*



*Fully accredited by the  
American Psychological Association*

*Member, Association of Psychology  
Postdoctoral and Internship Centers*

## WELCOME

The Psychology Services department at the Federal Medical Center (FMC) in Rochester, Minnesota, appreciates your interest in a predoctoral psychology internship with the Federal Bureau of Prisons (BOP). It is our hope this informational booklet will serve to answer questions about our internship. We feel we have a unique program that will challenge you both personally and professionally.



A general overview will be provided about the Bureau of Prisons, the role of psychology in the Bureau of Prisons, and lastly, a brief history of FMC Rochester. Next, we will provide you with a synopsis of the internship at FMC Rochester, including information about our accreditation, philosophy, training activities, rotations, supervision, backgrounds of psychology staff, benefits, and frequently asked questions. Lastly, a brief description of the community and surrounding area and application procedures will be given.

We realize choosing the right internship is a difficult task; our goal is to supply you with all the necessary information to make this important decision. We encourage you to read through this material and feel free to call or e-mail me if you have any questions.

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## **SYNOPSIS OF THE FEDERAL BUREAU OF PRISONS**

The Federal Bureau of Prisons was established in 1930 to provide more progressive and humane care for federal inmates, to professionalize the prison service, and to ensure consistent and centralized administration of the 11 federal prisons in operation at that time. Today, the Bureau consists of over 100 institutions(105 currently), 6 regional offices, a central office (headquarters), 2 staff training centers, and 29 community corrections offices. The regional offices and the central office provide administrative oversight and support to the institutions and community corrections offices. Community corrections offices oversee community corrections centers and home confinement programs.

The Bureau is responsible for the custody and care of approximately 160,000 federal offenders. About 133,500 of these inmates are confined in Bureau-operated correctional institutions and detention centers. The rest are confined in privately-operated prisons, detention centers, community corrections centers, and juvenile facilities, as well as some facilities operated by state and local governments.

The federal prison system is a nationwide system of prisons and detention facilities for the incarceration of inmates who have been sentenced to imprisonment for federal crimes and the detention of individuals awaiting trial or sentencing in federal court. Based on a 1997 federal law, the Bureau of Prisons is also responsible for incarcerating the District of Columbia's sentenced felon inmate population. (The District of Columbia is responsible for the detention of offenders going to court and awaiting sentencing for D.C. Criminal Code violations, as well as the confinement of sentenced misdemeanants.) In the United States, there are also 50 state correctional systems. These systems are responsible for the imprisonment and detention of offenders who have been sentenced or are awaiting trial for crimes committed within their jurisdictions.

## **PSYCHOLOGY SERVICES IN THE BUREAU OF PRISONS**

Psychologists function as the primary providers of mental health services to inmates in the BOP. The psychology departments range in size from a single individual to a larger department of ten or more psychologists. The roles of these psychologists vary depending on the mission of the institution or complex. The department may be operated in the same way as a standard outpatient facility (i.e., community mental health center). Most of the inmates are self-referred; however, some are staff-referred or advised by the parole board to seek treatment. Inmates have the right to accept or refuse mental health treatment.

Psychologists are involved in the Bureau of Prisons at every level of the organization. For example, our past director of the BOP, Kathy Hawk-Sawyer, was formerly an institution psychologist. Psychologists are represented at the central office (e.g., Chief of Psychology Services), at regional offices (e.g., Psychology Administrators), and at the institutional level (e.g., Wardens, Associate Wardens, Chief Psychologists, Program Directors, and Staff Psychologists).

Approximately 60 percent of federal inmates have been convicted of drug-related crimes, and the majority of these individuals have substance abuse histories. As a result, Psychology Services has developed the Residential Drug Abuse Program (RDAP), a residential program that offers both education and therapy to help inmates break free from the addiction/crime/prison cycle. Other examples of Bureau of Prisons programs include BRAVE, a residential program for first-time incarcerated inmates; SOTP, a residential Sex Offender Treatment Program for inmates convicted of sex crimes; the Skills Program to assist “special needs” inmates to build skills and reach developmental goals; and transitional step-down units for the chronic mentally ill.

Psychologists are responsible for providing a variety of services in the institutions, ranging from crisis intervention for suicidal and psychotic inmates to individual psychotherapy for inmates desiring positive emotional and behavioral change. In addition, psychologists lead psycho-educational groups, coordinate the treatment and management of mentally ill offenders, provide training and employee assistance services to staff, and participate in pre-employment screening and selection of BOP applicants. Other opportunities for BOP psychologists include participating on the Hostage Negotiation Team or Crisis Support Team, providing treatment and consultation in Behavioral Medicine, and conducting forensic assessments for the U.S. District Courts, U.S. Parole Commission, and Cuban Detainee Review Panel.

The Bureau of Prisons employs only doctoral-level clinical and counseling psychologists. For some positions (e.g., forensic evaluators), staff are required to be licensed. Psychologists are encouraged to seek further credentialing (e.g., ABPP, APA Division Fellowship). Also, funding is provided by the Bureau for maintaining continued professional competency.

## **FEDERAL MEDICAL CENTER, ROCHESTER**

The Federal Medical Center was formerly a Minnesota state mental health facility known as the Rochester State Hospital (RSH). Patients were first treated at RSH in January 1879. Most of the current buildings were built in the 1950s. After a century of service, the hospital was closed by the Minnesota state legislature in 1982 because of a decline in the patient population in the state hospital system.

In December 1982, the Olmsted County Board of Commissioners purchased RSH for one dollar. In April 1983, the BOP initiated procedures to purchase the property. Some members of the Rochester community initially resisted the sale of the property to the BOP. Ultimately, in May 1984, Olmsted County agreed to sell a portion of the property to the BOP for 14 million dollars. The portion consisted of 6 major buildings on 64 acres of land. The county retained ownership of the remainder of the campus, most of which is occupied by a number of human services organizations and a juvenile detention center. The Federal Medical Center began receiving inmates in late 1984 and was officially dedicated in September 1985.

Today, approximately 800 offenders are confined at the Federal Medical Center. The FMC is classified as an administrative facility, in that inmates of all security levels (minimum, low, medium, high) are confined here; the majority, however, are low security offenders. Inmates are assigned to three different units. The general population inmates are assigned to the Work Cadre Unit, in which the rated capacity is 192. These inmates are usually from the Midwestern U.S. and are assigned to various jobs throughout the facility. The Mental Health Unit, with a rated capacity of 132, is designed for the evaluation and treatment of offenders with mental illnesses. Inmates assigned to this unit may be sent to the FMC directly from the U.S. District Courts or from other Bureau of Prisons facilities. The Medical/Surgical Unit of the FMC occupies 5 floors in 3 different buildings, with a rated capacity of 333 inmates. These inmates are treated for liver disease, cancer, HIV/AIDS, Hepatitis, and other illnesses.

On a more philosophical note, FMC Rochester is known for placing a high priority on the humane treatment of patients. We are a JCAHO-accredited hospital with high standards of care. We strive to place patients in the least restrictive environment for treatment purposes.

## **PSYCHOLOGY INTERNSHIP AT FMC ROCHESTER**

### **Accreditation**

The FMC Rochester Psychology Internship Program is fully accredited by the American Psychological Association (APA) and meets all APA criteria for predoctoral internships in professional psychology.

The internship is a full-time, 40-hour-per-week position. Administrative leave is offered for dissertation defense, meetings of the intern's research committee, and professional conferences as arranged through the Director of Clinical Training.

### **Philosophy and Goals**

The predoctoral professional psychology internship program at FMC Rochester desires to prepare interns for entry-level service as practicing clinical and counseling psychologists. A practitioner/scholar model is adhered to. We place a strong emphasis on quality mental health treatment offered to patients and endeavor to provide the intern with diverse and rich clinical experiences. We offer a multidisciplinary approach to treatment. The intern interfaces with activity therapists, social workers, nurses, psychiatrists, case managers, unit managers, and administrators.

To meet these goals, we offer a safe and supportive learning environment that allows interns to develop and deepen skills related to professional psychology; programming that provides opportunities to learn new information in the context of the ethical practice of psychology, as well as the trainees' specific career goals; provision of a variety of skill-building experiences to ensure development of trainees into well-rounded, competent psychologists; and emphasis on the integration of cultural diversity into didactic learning and provision of clinical services.

A core curriculum (detailed under training activities) will provide training in assessment, intervention, consultation, scholarly activities, and professional development. In addition to this core curriculum, the intern will have opportunities to specialize in specific areas of interest such as forensics or substance abuse treatment while moving through the training rotations. The interns will be offered varied training opportunities, some of which are unique to FMC Rochester. Our training program allows interns exposure to three different rotations on a four-month schedule: Inpatient Mental Health, General Population and Medical/Surgical, and Forensic/Assessment Service.

The internship at FMC Rochester will be professionally challenging. Interns have opportunities to work with severe Axis I and II pathology within a secure environment. Our training model will provide the structure for interns to perform optimally with the necessary guidance and supervision. Prior to departmental orientation, interns participate in a two-week Institutional Familiarization (IF) training. This training provides the necessary information to work in a correctional environment. Also, a 48-hour department orientation will focus on the intern's role as mental health provider.

## **Inmate Population at FMC Rochester**

The inmate population is very diverse at FMC Rochester. Although the institution only houses male prisoners, these inmates come from all parts of the world (e.g., Africa, South America, Europe). As a medical center, we provide inpatient treatment and as needed forensic evaluations. FMC Rochester houses inmates with acute and chronic medical needs. Many of them are referred for consultation with the internationally renowned Mayo Clinic.

Among the inmates at FMC Rochester, a wide variety of diagnoses can be found: acute and chronic psychotic disorders, anxiety and mood disorders, personality disorders, drug abuse and dependence disorders, and adjustment disorders. Inmates may seek help for a host of other reasons, including family issues (e.g., divorce, maintenance of family relationships), release/discharge concerns (e.g., relapse prevention), grief, and anger management.

## **Internship Training Activities**

A core curriculum will be provided which includes the following:

- ❑ **Assessment:** Psychology interns receive supervised experience on the full range of psychological assessment instruments and techniques including mental status examination, clinical interview, forensic evaluation, intellectual assessment, and objective personality testing. Interns will learn to integrate test interpretations and behavioral observations in writing reports in response to clinical and forensic questions. The interns will be challenged in the art of differential diagnosis on each of the rotations.
- ❑ **Treatment:** Interns have the opportunity to provide short- and long-term individual psychotherapy and supportive counseling addressing a wide variety of clinical concerns; need for treatment may be identified by the staff or the inmate. The provision of group therapy will be an expectation for all the interns. Additional areas of experience include providing medical consultation/liaison, working with persons who are HIV positive, developing a working knowledge of psychopharmacology, presenting staff training, and offering stress reduction/relaxation training.
- ❑ **Intervention:** Interns will have numerous experiences involving crisis intervention. Interns will be provided with supervision and training to make effective crisis interventions. The nature and type of intervention will vary depending on the intern's rotation.
- ❑ **Consultation:** Interns will have opportunities to consult collaboratively with psychologists, psychiatrists, physicians, social workers, activity therapists, nurses, and other allied medical and correctional professionals.
- ❑ **Scholarly Activities:** We strongly encourage interns to participate in research activities. Interns are permitted up to four hours per week to engage in planning, conducting, and evaluating research. The allocation of time for this purpose is decided on a case-by-case



basis by the intern's primary supervisor and the Director of Clinical Training. In addition, up to five days of administrative leave will be permitted for dissertation work.

- ❑ **Professional Development:** Attendance at outside workshops is encouraged, and departmental funding and training leave are available. The Mayo Clinic serves as an important local training resource. A broad range of training opportunities is also available to interns in the Twin Cities of Minneapolis/St. Paul, a 90-minute drive from FMC. State organizations such as the Minnesota Psychological Association have assisted in bringing a variety of professional training opportunities to Rochester.
- ❑ **Didactic Training:** Ongoing didactic training is available both in-house and via an arrangement with the Mayo Clinic Department of Psychiatry and Psychology. A year-long schedule of didactic training is offered for the interns. Specific examples of in-house didactic training include Ethics in Correctional Psychology, Psychopharmacology, Assessment of Malingering, Differential Diagnosis, Risk Assessment, Issues in Private Practice, Suicide Prevention, Psychopathy, and Hostage Negotiation Training. The training is provided by a variety of disciplines, including psychology, psychiatry, social work, human resources, and our legal department. Interns are encouraged to attend the weekly psychiatry/psychology grand rounds at the Mayo Clinic. Some of the past grand round discussions have been entitled "Recovery From Schizophrenia: A Psychiatrist's Point of View," "Creativity and Madness," "Emotion Regulation in Eating Disorders," "Course and Morbidity in Bipolar Disorder: New Insights," "Antidepressant Medications: The Emperor's New Drugs," and "Resources and Individual Variations and Outcome in Traumatic Brain Injury." Also, of note, one of the highlights for the interns is an opportunity to participate in a **mock trial** during their forensic/assessment rotation.

## TRAINING ROTATIONS

The internship is divided into three four-month rotations periods: Inpatient Mental Health, Forensic/Assessment Service, and General Population and Medical/Surgical. Rotation opportunities are described below.

- ❑ **Inpatient Mental Health:** Interns on this rotation become part of a multi-disciplinary evaluation and treatment team that provides services to approximately 50 patients with serious acute or chronic mental illnesses. This team is comprised of case managers, social workers, activity therapists, nurses, and psychiatrists. The patients have been voluntarily admitted or involuntarily committed for mental health treatment and are provided with an array of treatment services, including individual and group therapy, pharmacological treatment, recreational and work therapy, and education classes. Interns perform psychological evaluations, prepare reports, carry an individual caseload, conduct crisis intervention, co-lead therapy groups, and participate as members of the treatment planning team. Three specific psychological reports for this rotation include Inpatient Psychological Admission Interview, Annual Risk Assessment, and Psychological Testing. Some of the groups which have been offered by interns in the past include depression, anxiety, HIV, and pre-release issues. In addition, the interns have the flexibility to create their own groups if the need arises. Drs. McKenzie and Carlson provide supervision for this rotation.
- ❑ **Forensic/Assessment Service:** Interns on this rotation will conduct a wide range of psychological assessments of sentenced prisoners and forensic evaluations of defendants referred by federal courts across the country. Forensic reports may require opinions on competency to stand trial, sanity at the time of the offense, risk, need for hospitalization, and sentencing recommendations. Interns learn relevant legal standards and how to address them in comprehensive forensic evaluations. Interns observe and participate in all aspects of the evaluation process, including interviewing defendants and collateral contacts, administering and interpreting specialized forensic instruments such as malingering tests, and writing clear and understandable reports that address referral questions. Interns may be subpoenaed along with their supervisors to provide testimony in federal court. Each intern on this rotation will have the opportunity to play the role of expert witness in a mock trial, in which other interns and staff play the roles of defense and prosecuting attorneys. Drs. Carlson and Simcox provide supervision for this rotation.
- ❑ **General Population and Medical/Surgical:** The General Population and Medical/Surgical rotation helps interns hone their psychological testing and interviewing skills while performing tasks typically assigned to psychologists working with a general correctional population. Interns conduct initial psychological intake interviews on inmates assigned to the Work Cadre and Medical/Surgical Units and perform monthly Special Housing Unit reviews. Interns have the opportunity to evaluate inmates for transfer to and participation in the Residential Drug Abuse Program and the Sex Offender Treatment Program. Interns have the weekly opportunity of interfacing with psychiatry staff on this rotation. Medical staff often request input from psychology staff regarding the management of difficult

inmates. Interns may be asked to complete evaluations for the federal court or the U.S. Parole Commission. Interns may be called upon to perform suicide risk assessments. Lastly, interns will have the opportunity to become involved in behavioral medicine activities. Dr. Hamilton provides supervision for this rotation.

### **Optional Cross-Rotational Responsibilities**

In addition to the responsibilities assigned within the three rotations, interns have the option of performing the following cross-rotational duties throughout the internship year:

- ❑ **Long-Term Individual Therapy Cases:** Each intern can carry a caseload of long-term inpatient or outpatient cases during the year. For these cases, interns act as primary clinician and are responsible for coordinating all aspects of evaluation and treatment of assigned patients. In this capacity, the intern works with the assigned treatment and unit team regarding treatment planning and case management. Supervision is provided by Dr. Hamilton (General Population) and Dr. McKenzie (Mental Health) for these cases.

### **SUPERVISION**

The APA guidelines for supervision are adhered to by the psychology internship at FMC Rochester. The guidelines include a minimum of two hours of group supervision each week and two hours of individual supervision. A minimum of two hours of individual supervision is provided by the direct supervisor of the rotation. The Director of Clinical Training is responsible for the development, implementation, and evaluation of the internship program. He will be responsible for overseeing intern progress during the rotations, planning didactic training, and dealing with administrative and procedural difficulties. He provides interns with the specific objectives and expected competencies for each rotation.

### **PSYCHOLOGY STAFF**

FMC Rochester has a complement of four full-time psychologists, three psychology interns, two post-doctoral fellows, a drug treatment specialist, and two mental health services secretaries, who are assigned to specific staff and interns.

#### **Andy Simcox, Ph.D.**

*Chief of Psychology.* Dr. Simcox began working in correctional psychology part-time in 1987 at the Iowa Medical and Classification Center (Iowa Dept. of Corrections) while attending graduate school. He graduated from the Counseling Psychology program at The University of Iowa in 1991, after completing the predoctoral internship program at the United States Medical Center for Federal Prisoners in Springfield, Missouri. He worked as a staff psychologist at FMC Rochester from 1991 to 1994. He transferred to a Forensic Psychology position at FMC Lexington, and worked there

until 2000. Dr. Simcox moved to the Chief Psychologist position at FMC Butner in the Spring of 2000, and returned to FMC Rochester in 2001. He is board certified in Forensic Psychology by the American Board of Professional Psychology. His primary interests include competency, criminal responsibility, risk assessment, malingering, psychological testing, and psychopathology. Dr. Simcox supervises interns on the forensic rotation.

**Daniel Carlson, Psy.D.**

*Staff Psychologist.* Dr. Carlson graduated in 1991 from the Wisconsin School of Professional Psychology in Clinical Psychology. FMC Rochester is his first BOP institution, which he joined in 1998 after spending several years in private practice. Dr. Carlson maintains a part-time private practice in Rochester. His primary areas of interest include mental abilities, forensic assessment, detection of malingering, and behavior modification. Dr. Carlson supervises interns on the Inpatient Mental Health rotation.

**Amy Hamilton, Ph.D.**

*Drug Abuse Program Coordinator.* Dr. Hamilton obtained her Ph.D. in Psychology from Miami University in 1992. Prior to joining the BOP, she worked for the Ohio Department of Corrections. She has also done private practice and has served as forensic consultant to a community mental health center. Dr. Hamilton's primary areas of interest include working with violent offenders - particularly sexual offenders - and survivors of sexual abuse. She is frequently invited to provide training to United States Probation Officers who supervise sexual offenders. She supervises interns on the General Population and Medical/Surgical rotation.

**John McKenzie, Psy.D.**

*Director of Training.* Dr. McKenzie graduated in 1997 from the University of Northern Colorado in Counseling Psychology. He completed his predoctoral internship at the Federal Medical Center in Lexington, Kentucky. His primary rotations at Lexington included the Drug Abuse Program and General Population. He was employed by LSCI Butner as a Staff Psychologist from 1997 to 2002. He transferred to FMC Rochester as the Director of Clinical Training in 2002. Dr. McKenzie also maintains a small private practice in Rochester performing individual counseling and evaluations. His primary interests include psychopathy, psychopharmacology, and personality disorders. He is currently licensed in North Carolina and Minnesota. Dr. McKenzie supervises interns on the Inpatient Mental Health rotation.

## **BENEFITS AND EMPLOYMENT OPPORTUNITIES**

Interns accepted for the 2005-2006 training year will receive the following compensation and benefits: **a generous stipend of \$41,803**; prorated vacation and sick leave earned every pay period **13 days of sick leave; 13 days of annual leave; 11 Federal holidays**, liability coverage for onsite professional activities; time for research activities; and limited authorized leave time for training.

The BOP places an emphasis on quality training of psychologists in the correctional setting in part because of the growing need for psychologists with the skills and commitment to work in corrections. Staff psychology positions may be available due to the current expansion of

correctional facilities. New psychology staff have a variety of choices in terms of geographic location and type of correctional facility (security levels from minimum to administrative maximum) when considering job possibilities. FMC Rochester currently has **two post-doctoral** positions available. In the past, these positions have been filled by BOP interns and outside applicants. Additional information on the Bureau of Prisons and psychology training within the Bureau can be found at the web site: [www.bop.gov](http://www.bop.gov)

## **FREQUENTLY ASKED QUESTIONS**

**Q:** Is it safe to work in a prison?

**A:** The Bureau of Prisons places a high priority on the safety of both staff and inmates. Throughout the institution at FMC Rochester and other bureau facilities, many security procedures and equipment have been installed to keep staff safe. Although it would be impossible to guarantee unconditionally anyone's safety in a correctional (or any other work) setting, staff and interns who conduct themselves professionally have little reason to fear for their safety. Although FMC Rochester is an administrative facility, the majority of the inmates at FMC Rochester are low security.

**Q:** Will my training and future job prospects be limited if I only work with inmates?

**A:** Almost any mental health issue that exists among the general population can also be found among our patients (e.g., depression, anxiety, interpersonal problems, psychotic disorders). Like our clientele, there are many who use outside mental health services who present with hidden agendas. If you are interested in correctional work, your future job prospects may be enhanced; however, we have many interns who choose to enter community mental health centers, private practice, academic centers, or state hospitals and other settings after their internships.

## **COMMUNITY AND SURROUNDING AREA**

In the last ten years, Rochester has been named either #1, #2, or #3 of the Most Livable Cities in

America by Money Magazine. In 1999, Rochester was named the “Best Small City in America.” Some of the reasons for this include the reasonable cost of living, low crime rate, excellent educational system, quality medical care, and numerous employment opportunities.

Rochester is the home of the world renowned Mayo Medical Center, as well as the largest IBM complex under one roof. Rochester is only 1 ½ hours from the Twin Cities of Minneapolis/St. Paul, which is a hub of cultural and sports activities.

Rochester is a unique small city of 82,000 people nestled in the rolling farmlands and wooded hills of the Zumbro River Valley. Its cosmopolitan quality comes from a rare combination of ethnic diversity, modern glass skyscrapers, shopping, fine dining and accommodations, and vast cultural offerings. Rich in history, Rochester is teeming with such notable historic attractions as the Mayowood Mansion, Plummer House of the Arts, Plummer Building and Carillon, and Assisi Heights. Rochester plays host to a symphony orchestra, art center, repertory, civic and children’s theaters, and year-round performances by top-name entertainers at the Mayo Civic Center.

Rochester is at the gateway to the splendidly scenic Historic Bluff Country. The dramatic limestone bluffs and densely wooded river valleys of the Mississippi, Zumbro, Root, and Whitewater Rivers provide wonderful day trips. In the heart of Rochester lies Silver Lake Park, famous for its 30,000 giant Canada geese. Silver Lake Park is one of the 74 city parks along with 8 golf courses, 29 miles of bike trails, 12 miles of Douglas State Trail, 9 miles of hiking trails, and the Quarry Hill Nature Center.

## **APPLICATION PROCEDURES**

The psychology internship positions are open to all students enrolled in doctoral programs in clinical and counseling psychology. Preference will be given to applicants from APA-approved programs, but non-APA-approved programs will be considered. To be considered internship eligible, students must have successfully completed all doctoral course work prior to beginning the internship. Applicants must have completed practicum hours and have a letter from their director of training describing them as internship eligible. **A personal interview is an important part of the selection process for both the intern and the site, and is strongly encouraged.**

The Bureau of Prisons is an equal opportunity employer. All applicants are considered without regard to race, religion, color, national origin, sex, status as a parent, political affiliation, age (with authorized exceptions) or any other non-merit factor. **All BOP positions are considered "sensitive." Applicants must be U.S. citizens and must successfully complete a security clearance procedure that includes personnel interviews, a background investigation, a physical examination, and urinalysis drug screen. Offers are contingent on security clearance, and prospective candidates may be asked to complete this portion of the interview process prior to the Association of Psychology Postdoctoral and Internship Centers (APPIC) match date.** Personnel interviews may occur at any BOP facility to make it easier on those applicants who cannot travel long distances due to time or financial constraints. In accordance with PL 100-238, applicants for regular staff positions must be under the age of 37 (with waiver to 39 possible) at the time of initial appointment. While this age requirement does not apply to interns, anyone who pursues a regular BOP staff appointment must meet the age requirements. Successful completion of the internship does not guarantee employment by the BOP.

As applications arrive, they are evaluated and ranked by psychology staff. Prospective candidates will be invited for a personal interview. Interviews will generally be held in January. All offers will be made in accordance with APPIC policy. This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant prior to Uniform Notification Day.

**THE DEADLINE FOR COMPLETED APPLICATION FORMS IS NOVEMBER 12**

**Internship Application Packet Includes:**

- ▶ OF - 306 “Declaration For Federal Employment.”
- ▶ APPIC Internship Form.
- ▶ A current curriculum vitae that lists relevant clinical and academic experience.
- ▶ Official transcripts of all graduate work mailed by the academic institution directly to Psychology Services at FMC.
- ▶ Letters of recommendation from **different sources** if possible (e.g., at least one from a work site and/or supervised practicum) who are familiar with the applicant’s work as a psychologist trainee and personal qualifications.
- ▶ A copy of a psychological assessment report on an **adult** completed by the applicant.
- ▶ Verification of Internship Eligibility and Readiness (APPIC) form.

All materials should be sent to :

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**Director of Psychology Training**  
**Federal Medical Center**  
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**P.O. Box 4600**  
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